John R. Benson
HSEMD

Andy Buffington
Communications Center

Vacant
EMS

Larry Smith
Emergency Management

Angela Clouser
Member-At-Large

Ellen Hagen
Fire Department (Volunteer)

Rob Rotter
Sheriff's Office

Michael Kasper
Sheriff's Office

Michele Bischof
Fire Department

Tom Lampe
Iowa DPS

Jason Leonard
Municipal Police
Department

Carole Lund-Smith
ILEA

David Ness
Municipal Police
Department

Vacant
Communications Center

Cindy Heick (Interim)
Iowa DPH

Peter Huffman
Iowa DOT

Vacant
Iowa DNR

Patrick Updike
Iowa DOC

Annette Dunn
Office of the CIO

Legislative Members
Senator Jim Lykam
Senator Tim L. Kapucian
Representative Bob Kressig
Representative Jarad Klein

Meeting Minutes
Iowa Statewide Interoperable Communications System Board
December 12, 2019
Des Moines Parks & Recreation
1551 E. Martin Luther King, Jr. Pkwy.
Des Moines, IA 50317

Meeting called to order by Chair Lampe at 10:30 am.

Conference telephone line was opened for public listening and comment, and for Board members who found it impractical to attend in person.

Thirteen voting board members attended, via phone and in-person, establishing a quorum.

Voting Members in Attendance: Patrick Updike, Peter Huffman, Cindy Heick, Tom Lampe, John Benson, Michele Bischof, Jason Leonard, Rob Rotter, Larry Smith, Angela Clouser

Members via Conference Line: Andy Buffington, Ellen Hagen, David Ness

Non-Voting in Attendance: FirstNet Outreach Specialist Shawn Wagner, SWIC Chris Maiers, Administrative Assistant Hollie Davidson

Absent: Annette Dunn, Carole Lund-Smith

Guests: Connie Stufflebeem, Curtis "Wally" Walser, Tracey Bearden, Tom Reis, Tammy Rodriguez, Brian Krumm, Douglas Knoll, Doug McCasland, David Barnett, Allison Bright, Blake DeRouchey, Melvin Mercado, Commissioner Stephan Bayens

Welcome Remarks: Chair Lampe introduced Commissioner Stephan Bayens as a special guest attendee. Commissioner Bayens thanked the ISICSB for the hard work and dedication to providing interoperability in the State of Iowa for all First Responders.

Approval of Agenda: Michele Bischof made a motion to approve the December meeting agenda. Rob Rotter seconded the motion. All in favor. Motion passes.

Approval of Minutes: Rob Rotter made a motion to approve the November 2019 meeting minutes. Larry Smith seconded the motion. All in favor. Motion passes.

SWIC Report: SWIC Maiers reports that he will attend the next TIA/TR-8 standards meeting on February 4-6, 2020, in conjunction with representing Iowa for TIA/TR-8 and the National Council of Statewide Interoperability Coordinators (NCSWIC) at the P25 Steering Committee Meeting.

There is an NCSWIC Executive Committee Meeting on January 30, 2020.

SWIC Maiers will attend an in-person meeting for the Joint National Council of SWICs SAFECOM Technology Policy Committee in late February, where he will again be addressing the non-traditional sources of interference on Public Safety networks such as what the ISICSB has previously discussed related to wind farms and microwave backhaul.

SWIC Maiers thanked everyone for their work on the updated 2020 – 2023 Iowa SCIP, which was up for approval in New Business.

SWIC Maiers reported on the Statusboard progress. With Minnesota supplying the source code, the back-end of the database is built. The next step for Iowa is to build the front-end of the program by updating the Minnesota source code and building the user interface for agencies to utilize. SWIC Maiers is currently looking for a contractor to complete the front-end of the database. The goal for completion of the Statusboard is March 31, 2020. SWIC Maiers has also talked to some PSAPs about being part of the testing of the StatusBoard program.

The 2019 ISICSB Report to Legislature is up for approval in New Business. SWIC Maiers states that he made changes to the formatting from last year's report. Due to the length of the report, SWIC Maiers will email the attachments after final ISICSB approval.

The updated communications unit (COMU) policy is also up for approval in New Business. The update was necessary because it was created in 2012, and updates to keep it current were necessary.

Chair Lampe thanked SWIC Maiers for his work on the Legislative Report and updated SCIP.

911 Council Report & 911 Program Manager: 911 Program Director Blake DeRouchey introduced Allie Bright as a new staff member within the 911 Program.

Mr. DeRouchey reported the migration of the wireline to the Next Generation Network. The first group of 10-12 PSAPs will be released in December 2019, and the remaining PSAPs in January 2020. This will merge the legacy copper line technology with the more modern NextGen 911 Network.

Mr. DeRouchey states that Kari's Law is nearing implementation. This law allows for direct dialing for 911 calls from multi-line telephone systems without having to dial a prefix to get out to call 911.

Chair Lampe requested an update on Text-to-911. Mr. DeRouchey stated that the completion of the Text-to-911 Transition should be complete in early 2020. Text-to-911 texts will be able to be transferred from PSAP to PSAP.

User Group Committee: User Group Committee Chair (UGC) Andy Buffington reports that the UGC met and continued to discuss the Committee's standard agenda items (RIC reports, FirstNet reports, and new users).

There are seven users up for approval in New Business. These include three updates and four new users.

Finance Report: Chair Hagen requested that SWIC Maiers give the Finance Report since she was unable to attend the meeting in person. SWIC Maiers reports that the monthly net expenditures during November for the Interoperable and Broadband Communications Fund were $7,790. The November ending balance was $167,061. Monthly expenditures during November for the SLIGP 2.0 were $13,417. Of that amount, $10,734 were federal expenditures. The remaining federal amount available from the SLIGP 2.0 Grant is $386,294.

Michele Bischof inquired as to whether or not the SLIGP 2.0 grant extension was approved. Chair Lampe reports that the extension was verbally approved, but there is no official written approval as of the date of the meeting.

Governance Committee: Governance Chair John Benson reports that the committee reviewed two standards that are up for approval in New Business.

Operations Committee: Operations Committee Chair Michele Bischof reports that the committee continues to work on the legacy and interoperability policies to integrate with ISICS.

The Operations Committee is reviewing existing standards that reference the Operations Committee.

Chair Lampe states the importance of ISICSB complying with the requirements, as stated in all existing standards and policies.

Outreach Committee: Outreach Committee Chair Hagen reports that the Committee continues to share information with agencies across the State of Iowa.

FirstNet Outreach Specialist Report: FirstNet Outreach Specialist Shawn Wagner reports that a tentative 2020 Outreach Roadmap is in progress and mentioned that Hollie Davidson had been diligently working on it and other projects.

There will be a RIC 6 Outreach on January 8, 2020, and an additional RIC 2 dispatch training on January 16th.

Updates to the ISICSB website are in progress. The updates include maps for the ISICS platform.

Mr. Wagner reports that he will not be in attendance at the January 9, 2020 ISICSB meeting. However, there will be AV people on hand to assist with any technical issues.

Mr. Wagner informed the ISICSB that he is now into his 3rd extension of the SLIGP 2.0 Grant. Chair Lampe will research whether or not there will be future extensions for Mr. Wagner's services.

Chair Lampe requested an update on outreach visits for ISICS training and FirstNet. SWIC Maiers reports that there was a dispatch control station training on December 4, 2019, in Mason City. The training received very positive feedback, with approximately 30 people in attendance. Also, as a result of RIC 2 spanning a large area, there was a request to hold additional training in the northeastern portion of RIC 2 in Decorah, Iowa. Another session is set for early January in Hiawatha.

SWIC Maiers states that one-on-one training is also being offered to agencies.

Training/Exercise Committee: SWIC Maiers reports that the committee discussed a COMU policy that is up for approval in New Business.

The Training Committee will be receiving credentialing applications for COMT and INTD for a meeting on December 20, 2019. The Training Committee rescheduled their meeting for December 20th since the regular one fell on December 25th.

Technology Committee: Technology Committee Chair Patrick Updike reports the Committee is continuing discussions regarding the convergence of LMR and LTE. One of the two monthly meetings fell on the Thanksgiving holiday.

FirstNet Broadband Committee: FirstNet Committee Chair Bischof reports that the Committee discussed the following items at the December meeting:

- Members will be visiting the FirstNet Lab in Boulder, Colorado, during the third week of February 2020.
- Continues to work on "Whose on FirstNet?" database development
- AT&T and FirstNet Authority updates

LEA Committee: LEA Committee Chair Connie Stufflebeem reports the following:

- Continues to work with the Operations Committee to ensure efficiency
- All wiring from huts at co-located sites is complete
- Currently working towards transitioning from the copper to the microwave
- Reporting to RICs regarding LEA updates and decommissioning

LEA Committee Chair Stufflebeem reports that the LEA on-air announcements broadcast schedule is set as follows:

- 1st week of each month – Monday, Wednesday, Friday – twice during day shift, twice during evening shift, twice during overnight shift

- 3rd week of each month – Tuesday, Thursday, Saturday – twice during day shift, twice during evening shift, twice during overnight shift
- Announcement also broadcast through teletype

Technology Committee Chair Updike asked for some clarification on VLAW31 and Point-to-Point. Chair Lampe states there is no VLAW31 on the LEA towers, and Point-to-Point remains the same. The work of the LEA Committee does not affect VLAW31 or Point-to-Point.

Chair Lampe informed the ISICSB that the PSAPs would not notice any changes during the cutover from copper to microwave on the co-located sites. No PSAPs or agencies have reported any issues with the cutover.

LEA Committee Vice-Chair Rob Rotter reports that he shared information regarding the LEA reassignment at a recent Sheriff's conference. The hope is to get sheriffs to reach out to him and the RICs with issues or problems.

SWIC Maiers reports he received positive feedback from a sheriff's office sergeant, who expressed that the timeline for the LEA transition is reasonable and appreciated the work of the Committee.

Other Reports:

Board Information Sharing: SWIC Maiers asked Cindy Heick of the Iowa Department of Public Health to introduce herself to the ISICSB. Ms. Heick is serving as the interim representative for the Iowa Department of Public Health until Marty Smith's previous position is filled.

Patrick Updike reports he is working on IDPH subscriber ID schemes for ISICS access.

Jason Leonard stated that he appreciated his time on the ISICSB and will miss the members. He also stated the ISICSB had accomplished a lot in a short amount of time.

Chair Lampe reports that there are now 15,000 ISICS users across the State of Iowa. There are approximately 60-70 policies and standards currently in place.

Motorola Project Manager Update: Motorola Solutions Manager Melvin Mercado gave the Motorola Project Update. Mr. Mercado displayed a slide covering the following current actions:

1. Complete Hardin tower
   - Compound completed
   - Site plans approved
   - Waiting for legal agreement to complete overall site landscaping
2. Rock Rapids Construction

- Permit approved
- Construction started
- Tower delivered
- All foundations completed
- Electrical service connections completed
- Shelter and generator installed
- Preparing for tower stack
3. Site walk plans and teams are being developed
   - Dry run of process has been tested.
4. Working to complete DAQ and Coverage testing
   - Some are being retested, and over 60 counties have been scored
   - Mr. Mercado brought a radio to demonstrate the type of audio that is being played for the DAQ testing.
   - Lyon and Sioux Counties will be tested once the Rock Rapids site is completed.
5. Completed Functional Acceptance Test Plan (FATP)

FirstNet/AT&T Update: FirstNet/AT&T Representative David Barnett reports that 16 new sites were added during November 2019 – Belle Plain, Hudson, Defiance, Colesburg, Nora Springs, Hubbard, Marengo, Maquoketa, Traer, Garwin, Thompson, Belmond, Eagle Grove, Clarion, La Harpe, Illinois, and Lyle, Minnesota.

A total of 140 new sites are live as of November 2019. In 2020, the buildout will focus on southwestern Iowa.

Mr. Barnett shared the following numbers regarding AT&T/FirstNet development as of date:

- FirstNet has reached 1 million connections
- 10,000+ Public Safety agencies are currently subscribers
- 100+ devices available to choose from
- 675 markets nationwide have Band-14 spectrum

CISA/ECD Update: No report.

Standards Working Group: SWIC Maiers reports that the group reviewed and updated Standard 1.5.0 and reviewed a standard for consolette/control station access. Those two standards that are up for approval in New Business.

The group is also reviewing policies related to alert tones and other pertinent policies related to ISICS.

SLIGP 2.0 Update: Chair Lampe informed the group that a site visit was conducted by the grant program manager Carolyn Dunn to ensure compliance with the SLIGP 2.0

requirements. Ms. Dunn was very pleased with the documentation and record-keeping obtained from DPS.

Chair Lampe reports that during the site visit, there was discussion regarding the original hard match for the grant. The hard match requires the ISICSB to put up 20% fiscal cash in which could not be met without additional funding. However, Ms. Dunn explained that the match could be in the form of a soft match in which stakeholder time, committee meetings, events, and anything else related to the SLIGP 2.0 grant can retroactively be used for the soft match requirements back to February 2018. The retroactive soft match will allow for the overall match requirement to be achieved. Larry Smith informed Chair Lampe that his time can not be used for the soft match since he is federally funded through another grant program.

Control Station Update: SWIC Maiers reports that one more consolette/control station will be ordered per request from Mahaska County.

There was another round of test calls conducted on 12/11/2019. Only 17 have not answered the call as of date.

SWIC Maiers reports that the program will end soon once all equipment has been delivered and test calls have been answered. SWIC Maiers thanked everyone that has assisted with this program.

SWIC Maiers offered to conduct one-on-one ISICS training at any agency that wishes to do so.

Chair Lampe is pleased with the outreach efforts to ensure proper control station training and hearing the CALL and TAC talkgroups being used for live events.

Old Business: None.

New Business: User Group Committee Chair Buffington made a motion for the approval of seven new users: Adams County (update) – Level 3. Cass County (update) – Level 2. Iowa Department of Corrections-Clarinda – Level 2. Iowa Department of Corrections-Ft. Madison – Level 4. City of Osceola – Level 1. Van Buren County 911 – Level 2. Monona County (update – add school radios) – Level 3. Peter Huffman seconded the motion.

Technology Chair Patrick Updike requested a roll call vote. Administrative Assistant Hollie Davidson took a roll-call vote.

Motion to approve passes with twelve "aye" votes (Peter Huffman, Cindy Heick, Tom Lampe, John Benson, Andy Buffington, Ellen Hagen, Michele Bischof, David Ness, Jason Leonard, Rob Rotter) and one "abstain" vote (Patrick Updike).

Governance Chair Benson made a motion for the approval of two standards: Standard 1.5.0 - Regional and Statewide Interoperability Talkgroups and Standard 1.16.0 - Interoperable Control Station Access. Jason Leonard seconded the motion. All in favor. Motion passes.

SWIC Maiers gave a brief review of the 2019 ISICSB Report to the Legislature.

Peter Huffman made a motion to approve the 2019 ISICSB Report. Michele Bischof seconded the motion. All in favor. Motion passes.

SWIC Maiers reviewed the Iowa All-Hazards Communications Unit Credentialing Procedure. The policy update resulted from a request made to ECD to update the current policy that has been in place since 2012. The major changes to this document were related to updating the de-credentialing process and modifying contact procedures.

Peter Huffman made a motion to approve the revised Iowa All-Hazards Communications Unit Credentialing Procedure. David Ness seconded the motion.

Patrick Updike requested a roll call vote. Administrative Assistant Hollie Davidson took a roll-call vote.

Motion to approve passes with eleven "aye" votes (Peter Huffman, Cindy Heick, Tom Lampe, John Benson, Andy Buffington, Ellen Hagen, Michele Bischof, David Ness, Jason Leonard, Rob Rotter, Larry Smith) and two "abstain" votes (Patrick Updike, Angela Clouser).

SWIC Maiers reviewed the 2020 – 2023 Iowa SCIP. The updated SCIP reflects the current update to the National Emergency Communications Plan. The updated SCIP also reflects the State of Iowa FirstNet Opt-In.

Michele Bischof made a motion to approve the 2020 – 2023 Iowa SCIP. Peter Huffman seconded the motion. All in favor. Motion passes.

Public Comment: None.

Motion to Adjourn: Peter Huffman made a motion to adjourn the meeting. Jason Leonard seconded the motion. All in favor. Meeting adjourned at 11:39 a.m.

YouTube link for the December 2019 ISICSB Board Meeting:
https://www.youtube.com/watch?v=nbpgAt7TtAs